



JOB DESCRIPTION

JOB TITLE:	Administrative Analyst	
DEPARTMENT:	Various Departments	
REPORTS TO:	Assigned Department Director	DATE: May, 2009
EMPLOYEE UNIT:	Management & Confidential	Supersedes: December, 1997
EXEMPT:	No	

JOB SUMMARY: Under general supervision of the assigned Department Director or designee, performs professional administrative and research work of a technical, and often confidential, nature in support of the assigned department; performs other related work as assigned.

CLASS CHARACTERISTICS: This is a confidential, journey level classification responsible to perform work of a confidential nature, including research and analytical work in support of operations, budget, personnel, inter-departmental issues, and labor relations functions. This class is distinguished from other analyst classes by the confidential nature of work assigned and the degree of independent thought, action and judgment on assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the assigned Department Director, other City staff, and members of the community. Additional duties may be assigned.

1. Designs and implements research projects and surveys for administrative, operational, budgeting and other functions.
2. Analyzes and interpret data and prepare summary reports.
3. Researches City Council requests on City policies.
4. Develops new and revised programs, systems, procedures and methods of operation.
5. Compiles materials and assist in the preparation of reports, manuals and other publications.
6. Assists with routine and confidential employee and payroll related duties and issues as needed, including projects in support of the labor relations function.
7. Assists with the coordination of inter-departmental and departmental activities and with outside agencies.

8. Represents the City in interdepartmental, community and professional meetings as required.
9. Prepares various public information materials including newsletters, press releases and brochures.
10. Prepares both oral and written reports, correspondence, and other documents for use by City Manager and/or Department Heads.
11. Prepares and monitors departmental budgets.
12. Administers contracts with outside agencies and organizations.
13. Analyzes bills being considered by the California state legislature and other legislative issues to determine impact on City.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college in recreation/leisure services, public administration, business administration or closely related field.
2. At least two years of increasingly responsible general administrative local government experience which includes professional-level analytical work.

Certificates and Licenses:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Must be willing to work flexible hours and days as may be required.
2. Bilingual English/Spanish highly desirable.

Knowledge of:

1. Principles and practices of organizational and public administration.
2. Principles, methods and practices of municipal finance, budgeting and accounting.
3. Relationships between the City, general public and other government agencies.
4. Applicable City, county, state and federal laws, ordinances and regulations.
5. Organization and function of local government.
6. Research techniques, methods and procedures.

Skill in:

1. Properly interpreting and making decisions in accordance with laws, rules and policies.
2. Analyzing organizational and administrative problems and suggesting solutions.
3. Developing and implementing goals, objectives and procedures.

4. Use of common office software including Microsoft Office.
5. Setting priorities and following-up on projects.
6. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
7. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Travel to various sites in the City to complete work activities.
2. Work irregular hours, shifts, or weekends as required.
3. Work independently, efficiently, and meet required deadlines.
4. Develop and accomplish an annual work plan.
5. Develop and maintain effective working relationships with those contacted in the course of work.
6. Represent the City effectively in meetings and with others.
7. Maintain accurate records and prepare clear, concise and competent reports, correspondence and other written materials.
8. Protect confidential information and address sensitive employee issues with tact and discretion.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10 % outdoors
2. The work environment is generally indoors in a temperature controlled office environment; some travel is required.
3. Noise level in the work environment is usually moderate